



March 2, 2012

William Burns, Administrator
City of Verona
111 Lincoln St.
Verona, WI 53593

Dear Mr. Burns:

I am pleased to inform you that the your municipality has been delegated additional commercial building code enforcement authority, in accordance with s. SPS 361.61, to provide plan review and inspections for all size projects in your municipality. An exception to this delegation is that our agency retains jurisdiction for plan review and inspection of all state-owned buildings. This delegation also does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation.

Per s. SPS 302.31(7)(h), you are obligated to remit to our agency on a quarterly basis a fee per T. SPS 302.31-3 for projects that exceed the size limits of s. SPS 361.60(5)(c). You are also obligated to retain a WI-registered architect or engineer, who also possesses the WI commercial building inspector credential, to perform or supervise the plan review of such projects.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time with proper notice.

I understand that Brian Flannery will be the primary code official responsible for enforcement and has the proper certification to do so. Your code official's contact information is:

Mailing Address: 111 Lincoln St., Verona WI 53593
Telephone: (608)845-0963 email: brian.flannery@ci.verona.wi.us

Please contact Gloria Kocovsky at (608)267-9706 or Gloria.kocovsky@wi.gov with changes in your contact information.

Our building inspection deputy for your area, Steve Gothard, (608)255-0568, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Nancy Mistele
Division Administrator

cc: Steve Gothard
Brian Ferris
Tom Kasper

On March 2, 2012, the City of Verona was delegated additional commercial building code enforcement authority by the Wisconsin Department of Safety and Professional Services, Safety and Buildings Division (SPS).

All construction projects involving commercial buildings are required to undergo plan review and inspection by either SPS or an authorized agent. There are 5 general areas of review. They are building (which includes energy conservation and lighting), HVAC, plumbing, fire alarm and fire sprinkler systems. This latest delegation allows the City to provide building and HVAC plan review for all size projects within our municipality. This particular delegation is usually reserved for cities of the first or second class, or by request only. In fact, Verona is now one of only nine municipalities (including Milwaukee and Madison) to have this authority. In addition, Verona is only one of five municipalities to have authority to do fire sprinkler and fire alarm plan review. Below is a timeline of how this has evolved.

Pre 3/9/2007

Building- No plan review authority. Authority to do all inspections.

HVAC- No plan review authority. Authority to do all inspections.

Plumbing- Authority to perform plan review on new installations and modifications involving 16 or fewer plumbing fixtures. Authority to do all inspections.

Fire Alarm- No plan review authority. Authority to do all inspections.

Fire Sprinkler- No plan review authority. Authority to do all inspections.

March 9, 2007 Entered MOU with SPS for projects at Epic Systems.

Building

Epic- Authority to do plan review for new buildings totaling not more than 50,000 cubic feet; additions to existing buildings where the existing building and addition total no more than 50,000 cubic feet; alterations to existing buildings (with structural changes) where the altered area is no more than 100,000 cubic feet; alterations to existing buildings (no structural changes) where the altered area is unlimited. Authority to do all inspections.

Outside of Epic- No change. No plan review authority. Authority to do all inspections.

HVAC-

Epic- Authority to do plan review for new buildings totaling not more than 50,000 cubic feet; additions to existing buildings where the existing building and addition total no more than 50,000 cubic feet; alterations to existing buildings (with structural changes) where the altered area is no more than 100,000 cubic feet; alterations to existing buildings (no structural changes) where the altered area is unlimited. Authority to do all inspections.

Outside of Epic- No change. No plan review authority. Authority to do all inspections.

Plumbing- No change. Authority to perform plan review on new installations and modifications involving 16 or fewer plumbing fixtures. Authority to do all inspections.

Fire Alarm- No change. No plan review authority. Authority to do all inspections.

Fire Sprinkler- No change. No plan review authority. Authority to do all inspections.

January 1, 2008, City awarded "typical" plan review delegation by SPS for Building and HVAC systems, and "appointed agent" delegation for fire alarm and fire sprinkler systems.

Building

Epic- No change. Authority to do plan review for new buildings totaling not more than 50,000 cubic feet; additions to existing buildings where the existing building and addition total no more than 50,000 cubic feet; alterations to existing buildings (with structural changes) where the altered area is no more than 100,000 cubic feet; alterations to existing buildings (no structural changes) where the altered area is unlimited. Authority to do all inspections.

Outside of Epic- Authority to do plan review for new buildings totaling not more than 50,000 cubic feet; additions to existing buildings where the existing building and addition total no more than 50,000 cubic feet; alterations to existing buildings where the altered area is no more than 100,000 cubic feet. DOES NOT HAVE COMPONENT FOR "WAIVER" OF 100,000 CUBIC FEET THAT IS IN EPIC MOU. No plan review authority. Authority to do all inspections.

HVAC-

Epic- Authority to do plan review for new buildings totaling not more than 50,000 cubic feet; additions to existing buildings where the existing building and addition total no more than 50,000 cubic feet; alterations to existing buildings (with structural changes) where the altered area is no more than 100,000 cubic feet; alterations to existing buildings (no structural changes) where the altered area is unlimited.

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Plumbing- No change. Authority to perform plan review on new installations and modifications involving 16 or fewer plumbing fixtures. Authority to do all inspections.

Fire Alarm- Authority to do all plan review and inspections.

Fire Sprinkler- Authority to do all plan review and inspections.

March 2, 2012, City awarded "appointed agent" delegation for building and HVAC systems.

Building- Authority to do all plan review and inspections.

HVAC- Authority to do all plan review and inspections.

Plumbing- No change. Authority to perform plan review on new installations and modifications involving 16 or fewer plumbing fixtures. Authority to do all inspections.

Fire Alarm- No change. Authority to do all plan review and inspections.

Fire Sprinkler- No change. Authority to do all plan review and inspections.

During the time between March 9, 2007 and March 2, 2012, the Epic MOU was reviewed and approved three times (3/9/07-3/9/08, 9/3/09-9/3/10, 11/3/10-11/3/12). Each was a lengthy process which involved meeting with SPS staff (and working with two different SPS Division Directors) as well as two on site audits by SPS of the building inspection department. This most recent delegation benefits the city in multiple ways:

- Creates a permanent agreement with the state.
- Allows uniform delivery of service city wide.
- Enhances and expands our ability to provide top notch customer service.
- Enhances revenue.

There will be costs associated with this delegation. Terms of the delegation require us to retain a Wisconsin Registered architect or engineer to supervise or perform plan examination for certain projects. Because this is "unchartered waters" my best initial estimates are that this will be approximately 10%-15% of the plan review fees collected. SPS also requires delegated agents to pay back fee for providing this service. Using our current fee schedule, this is approximately 10% of all plan review fees collected. Looking at the projects that I listed in my 2012 budget packet, I estimate that there would be approximately \$25,000 in net revenue. Of course, this assumes that the projects move forward, but also the expenditures will go up or down depending upon the number and size of projects reviewed.



Tony Evers, Governor
Dawn Crim, Secretary

May 26, 2020

William Burns, Administrator
City of Verona
111 Lincoln St.
Verona, WI 53593

Re: City of Verona Commercial Fire Suppression/Fire Alarm Delegation Revised

Dear Mr. William Burns,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wisconsin Statute, §§ 101.12(3) and 101.02(3), I delegate your municipality the primary responsibility to do fire suppression and fire alarm plan review and inspection for all commercial buildings to be constructed within the limits of your municipality. Fire suppression and fire alarm plans for such buildings may be submitted by the owner to your municipality or the Wisconsin Department of Safety and Professional Services (Department).

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Submit to the Department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report to the Department of all projects completed under this section, in an electronic-based format.
- Forward to the Department any revisions to the ordinance adopting this code.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the Department's delegated responsibilities are being properly fulfilled by the municipality. The Department requires that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

This delegation approval allows all plan review completed at the Department's request for those buildings not located within the limits of your municipality to be considered exempt from the fees specified in Wis. Admin. Code § SPS 302.31.

In accordance with the 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process, please continue to monitor Department correspondence as further details regarding this process are communicated.

I understand that Alex Miller will be the primary code official responsible for enforcement and has the proper certification to do review and inspections.

Please contact Michael D. McNally Jr, Section Chief, at (262) 548-5861 or michaeld.mcnelly@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, **David Pedersen, (608) 669-0372**, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Branden Piper
Administrator, Division of Industry Services

cc: Garry Krause, Bureau Director, Technical Services Bureau
Mike McNally, Section Chief, Fire Suppression and Fire Alarm Program
David Peterson, State Commercial Building Inspector